



**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
POST OFFICE BOX 340  
TRENTON, NEW JERSEY 08625-0340

JON S. CORZINE  
*Governor*  
*Commander-in-Chief*

☆☆  
GLENN K. RIETH  
*Major General*  
*The Adjutant General*

**TAG MEMORANDUM 1-06**

**12 April 2006**

**MEMORANDUM FOR: See Distribution**

**SUBJECT: Use Fee Waivers**

This memorandum shall serve as an interim revision to Departmental Directive 680.41 (1 Nov 1991) until such time as a formal revision to it is finalized. It serves to clarify the terms and conditions under which fees associated with Armory Use Agreements may be waived.

Only the following officials can waive Armory Use Fees:

The Adjutant General (TAG)  
Deputy Adjutant General (DAG)  
Deputy Commissioner for Veterans Affairs (DCVA)  
Special Executive Assistant to The Adjutant General

In order to qualify for consideration to have application, use, and Armorer overtime fees waived, the following terms and conditions must be fulfilled:

1. The lessee must be a community-based, non-profit program that is located in the same community as the facility they wish to utilize.
2. The lessee's event must be solely for the purpose of improving the local community as a whole.
3. Lessee events geared toward generating revenue will not have use fees waived.
4. Armorer overtime fees, where applicable, shall not normally be waived. This does not preclude Armorer from donating their time of their own free will. It does not preclude a waiver by the TAG due to extraordinary circumstances.
5. A minimum application fee of \$25.00 shall be assessed as consideration to enter into the Use Agreement. This fee will not be waived under any circumstances.
6. In no case shall lessee requirement to provide a certificate of insurance naming the "New Jersey Department of Military and Veterans Affairs and its employees" as additional insured be waived.

(TAG-SA)

FOR THE ADJUTANT GENERAL:

A handwritten signature in black ink, appearing to read "David S. Sneider", with a long horizontal flourish extending to the right.

DAVID S. SNEDEKER

Chief Information Officer

Acting Director, Information and Administrative  
Services Division

DISTRIBUTION:

A, A1, A2, B, C, D, E, F